

DEBRA JOB SEEKER

5555 Lakewood Road
Somewhere, Minnesota 55555
(555) 555-5555

SUMMARY

Highly motivated, dependable **Licensed Practical Nurse**. Proven ability to initiate appropriate action, follow instructions and carry out tasks in an efficient manner. Proficient in patient care, medical management, coordination and emergency room techniques. Team player with effective interpersonal communication skills, and a positive, can-do attitude.

EDUCATION

- Certificate: Licensed Practical Nurse Program** **2004**
(GPA: 3.85/4.0)
Normandale Community College, Bloomtown, MN
- Internship:** Regions Hospital, St. Paul, MN **2003 (3 months)**
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|-------------------|---------------|------------|
| Infection Control | Critical Care | Injections |
| Catheter Care | Vital Signs | Triage |
| Blood Draw | Charting | Intake |
| IV Therapy | CPR | Acute Care |
- Diploma:** Richfield Senior High School, Richfield, MN **1999**

RELATED VOLUNTEER EXPERIENCE

- American Red Cross** Minneapolis, Minnesota **1999 - 2006**
- Provided emergency services to persons in crisis.
 - Assisted in providing information and services regarding food, shelter, clothing and medical provisions.
- Courage Center** Golden Valley, MN **2003 - 2005**
- Assisted disabled patients with daily living activities by writing letters, reading correspondence, feeding, pushing wheelchairs and shopping.
- Neighborhood Involvement Program** St. Paul, MN **2001 - 2005**
- Organized a block safety program for 26 households, which reduced crime in the area by 15 percent.

MEMBERSHIPS

- Elected Secretary: Parent Teachers Association **2003**

REFERENCES

Available upon request

Adapted from: <http://www.deed.state.mn.us/cjs/cjsbook/resume5.htm>